

3 FAM 2730

FOREIGN LANGUAGE TRAINING

(TL:PER-428; 10-30-2001)

3 FAM 2731 GENERAL INFORMATION

3 FAM 2731.1 Statutory Authority

(TL:PER-428; 10-30-2001)

(State only)

(Applies to Foreign Service Employees)

The statutory authorities are:

(1) Section 702 of the Foreign Service Act of 1980 (22 U.S.C. 4022);
and

(2) Subpart 2, section 191-93 of the Foreign Relations Authorization Act, Fiscal Years 1994 and 1995 (22 U.S.C. 3926 *note*, 22 U.S.C. 4021 *note*, 22 U.S.C. 2695a).

3 FAM 2731.2 Responsibility

(TL:PER-428; 10-30-2001)

(State only)

(Applies to Foreign Service Employees)

a. It is a responsibility of the Department to provide suitable opportunities for Foreign Service personnel to acquire foreign language proficiency in preparation for new assignments throughout their careers.

b. It is the employee's responsibility to acquire and maintain foreign language competence. All employees are expected to use the appropriate language with whatever degree of proficiency their jobs require. Where the position does not require use of the language, the employee is expected to acquire a minimum courtesy level proficiency.

c. The *Office of Career Development and Assignments (HR/CDA)* is *responsible* for ensuring that language training is part of an employee's onward assignment when required for performance of duty.

3 FAM 2731.3 Policy

(TL:PER-428; 10-30-2001)

(State only)

(Applies to Foreign Service Employees)

a. The Department's objective is that each officer fulfills the language requirements of each position to which he or she is assigned and, before reaching the senior level, be able to use two foreign languages at a general professional proficiency level of S-3/R-3.

b. A normal sequence of assignments, including occasional assignments to language-designated positions (LDPs), will usually provide each officer with opportunities through job-related language training to meet the two-language objective of the Department prior to reaching the senior level. Language training will be provided, as necessary, to help employees meet the requirements of LDPs. Language training not associated with assignments to LDPs will be afforded, as practicable.

c. Training programs may be provided to assist personnel in non-language designated positions to reach the S-3/R-3 level (*or higher*), when practicable.

d. Section 191(a)(2) of the 1994 Department of State Authorization Act stipulates that an employee may not receive long-term training in more than three languages. Moreover, an employee must have achieved advanced professional proficiency (S-4/R-4) in a language to be eligible for a third such training episode. Exceptions may be approved by *the Director General, M/DGHR in accordance with priority needs of the Service*.

e. On the basis of section 191(a)(3) of the Department of State Authorization Act of 1994, an employee who receives or has received long-term training in a language or who was hired with a hiring preference based on competency in a language should anticipate serving two tours of duty in:

(1) Countries where that language is commonly spoken; or

(2) Language-designated positions (LDPs) in that language, regardless of location (e.g., a Russian LDP in the Nuclear Risk Reduction Center).

f. To achieve the objective of maximizing the U.S. Government's investment in language-qualified personnel and to provide adequate staffing for its various missions, the foreign affairs agencies may require an officer who meets the criteria of this section to take a second or third tour of duty in a position in which the relevant language is required.

3 FAM 2732 LANGUAGE-DESIGNATED POSITIONS (LDPs)

(TL:PER-428; 10-30-2001)

(Uniform State/USAID/BBG/Commerce)

(Applies to Foreign Service Employees)

a. The following offices are responsible, *in consultation with the chiefs of mission*, for designating those Foreign Service positions that require foreign language proficiency and specifying the level of proficiency required:

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| State | The Director, Office of Foreign Service Career Development and Assignments (<i>HR/CDA</i>) |
| USAID | The Deputy Assistant Administrator for Human Resources (<i>DAA/M/HR</i>) |
| <i>BBG</i> | <i>Director of Personnel, M/P</i> |
| Commerce | The Assistant Secretary and Director General, U.S. and Foreign Commercial Service, International Trade Administration |

(**Note:** The remainder of this section does not apply to USAID. See USAID ADS 458.)

b. The criteria for designating LDPs are:

(1) Only those positions where language proficiency is essential, rather than merely helpful or convenient, should be designated; and

(2) An LDP is automatically dropped if two waivers are granted consecutively.

c. An employee assigned to a language-designated position must possess the required tested level of language proficiency designated for the position prior to assuming duties at post. Exceptions to this requirement shall be justified by memorandum explaining the emergency conditions necessitating a waiver of training for approval by the following responsible officers:

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|------------|---|
| State | The Director, Office of Foreign Service Career Development and Assignments (<i>HR/CDA</i>) |
| <i>BBG</i> | <i>Director of Personnel, M/P</i> |
| Commerce | The Assistant Secretary and Director General, U.S. and Foreign Commercial Service, International Trade Administration |

3 FAM 2733 PROCEDURES AND GUIDELINES

(*TL:PER-428; 10-30-2001*)

(*Uniform State/USAID/BBG/Commerce*)

(*Applies to Foreign Service Employees*)

Procedures and guidelines implementing this subchapter are published in:

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| State | 3 FAH-1 H-2730 |
| USAID | ADS 458 |
| <i>BBG</i> | <i>OA V-B, Section 430</i> |
| Commerce | Foreign Service Personnel Management Manual, Subchapter 800-2, Language Training |

3 FAM 2734 THROUGH 2739 UNASSIGNED